



60 Woodfield Road, Toronto, Ontario M4L 2W6  
Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

**Board of Management Meeting  
January 29, 2024**

**AGENDA**

**7:00**

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Reflection
- D. Declaration of Conflicts of Interest
- E. Minutes of November 27 Board of Management Meeting (*attached*)

**7:10**

- F. Finance
  - F.1. Year-end Admin Statement of Operations (*attached*)
  - F.2. Audit Update
  - F.3. Grant submission authority

**7:25**

- G. Personnel & Policy Committee (*Jan 22 minutes attached*)
  - G.1. Privacy Policy (*sent separately*)

Motion needed to discuss the next items in camera, as they deal with confidential information.

- H. Management vacation report (*confidential report sent separately*)
- I. Facility updates
- J. Cybersecurity update (*confidential report sent separately*)

Motion needed to return to the public meeting.

**8:10**

- K. Strategic Plan

**8:20**

- K. Executive Directors Report
- L. Correspondence and Information Received

**8:25**

- M. Adjournment

**Minutes of the Board of Management Meeting  
November 27, 2023**

*A neighbourhood partnership fostering community through  
social and informative programs for individuals and families.*

Present: Camille Bettonville, Brian Buchan, Sara Ehrhardt, Shirin Karim, Ann McKechnie,  
Susan Munn, Tammy Rogers, Jim Valentine (Chair)  
Regrets: Councillor Paula Fletcher, Sarah Lasch  
Absent: Moneca Yardley  
Guest: Sonja Nerad  
Staff: Susanne Burkhardt, Josh Grainger, May Seto (recorder), Monica Vela

**A. Call to Order/Adoption of Agenda/Introductions**

Jim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as amended.

**B. Welcome and Introductions**

**C. Indigenous Land Acknowledgement**

Susanne shared information on a recent meeting between the AOCCs and the City's Office of Indigenous Affairs and the City's Reconciliation Action Plan. Discussion included what role AOCCs can play with the department and work that can be done in our communities.

**D. Declaration of Conflicts of Interest – None**

**E. Minutes of the October 30, 2023 Board of Management Meeting**

**MOTION** (Buchan/Bettonville)

*To accept the minutes of the October 30, 2023 Board of Management Meeting.*

**Carried**

**F. Finance**

**F.1. Year to Date Financial Report**

Monica provided an overview report. The admin budget is on target with small variance in revenues and expenses but expects to use all of the funding. The program budget shows a favourable revenue variance, largely due to some revenues brought over from last year along with some extra grants. Some of these funds will be deferred to 2024.

## **F.2. Program Budget**

Susanne provided an overview of the briefing note and highlighted the key areas and figures for 2024. Key program grants are not projected to change significantly. The budget shows a decrease in both revenues and expenditures which is a reflection of lower levels of confirmed grants going into 2024. We expecting Canada Summer Jobs which was reduced in 2023 to be the same for 2024. This creates a camp deficit that needs to be offset by increased program fees. The budget includes an increase in Camp fees from \$150 to \$175 per week. Afterschool fees are also recommended to increase from \$105 to \$110 per week. Additional staff time for training has also been added.

## **F.3. Funds Transfer**

Susanne presented the funds transfer briefing note. Overall Applegrove is in a good position. She shared highlights of the proposed transfers surplus funds from 2023 to cover program deficits and organizational planning reserve funds.

## **F.4. 2024 Admin Budget Update**

Susanne provided an admin budget update. The City has approved an over-expenditure request to cover the audit fees for 2023. Further increased audit fees for 2024 have been requested in the admin budget for consideration. 2023 overexpenditure requirements for the admin budget no walso need to account for the new permit fees we have to pay for use of our leased space in the evenings.

**MOTION** (Karim/McKechnie)

*To accept the year-to-date financial report.*

**Carried**

**MOTION** (McKechnie/Karim)

*To approve the 2024 Program Budget as presentd.*

**Carried**

**MOTION** (Rogers/Buchan)

*To approve the 2023 funds transfer as presented.*

**Carried**

**MOTION** (Buchan/McKechnie)

*To approve the amendment of the over-expenditure form as approved on October 30 to request additional funds for 2023 after-hours leased space permit fees, for submission to Financial Planning.*

**Carried**

**G. Personnel & Policy Committee Report**

Jim highlighted key points from the report.

**MOTION** (Buchan/Karim)

*To accept the Policy and Personnel Committee report.*

**Carried**

**H. Draft Strategic Plan**

Sonja presented the plan. Members provided feedback. Sonja will implement minor changes and the final plan will be circulated by email. Members felt it was a good idea for Councillor Fletcher to provide feedback before confirming final approval.

**MOTION** (Bettonville/Munn)

*To approve the strategic plan in principle with minor amendments as proposed, pending feedback from the Councillor, with the final version to be circulated to the board for confirmation of approval in writing.*

**Carried**

**I. Executive Directors Report**

Susanne shared that Duke's HVAC replacement is going to the TDSB Finance Committee on December 6 for approval. If they start this work in summer we may not be able to operate in the building. If relocation is required we would prefer in the following order: be in another part of the building, re-locate to Roden or Bowmore schools, or re-locate to Formosan/Glen Rhodes Church. Susanne suggested a letter to the Financial Committee to let them know the impact the repairs will have on Applegrove. Sara will find out who makes decisions on re-location and suggested staff reach out to SDFA to help. Susanne will keep everyone informed.

There have been staffing changes at SDFA which has created challenges with access to supports at the City. New staff are not familiar with AOCCs, so the Executive Directors are working on a presentation to familiarize them with the agencies. Susanne shared that the City will use prior AOCC surplus funds to do a feasibility study on expanding the AOCC model.

At the Food Hub, there is ongoing discussion about doing more programming in the new year. They are also working on a final report for 2023 and have had more on-site markets.

The ONCA work is ongoing. The lawyer will review the final draft of the new bylaws.

The last day of the toy drive is Friday and handing out of toys will be at the food hub on December 16. Remaining will be given to children at the Don Summerville holiday party.

The staff/board social is on December 14 at the food hub. Food will be ordered from local indigenous restaurant, Tea and Bannock.

***MOTION***      *(McKechnie/Rogers)*  
*To accept the Executive Director's report.*  
***Carried***

**J. Correspondence and Information – received**

**K. Adjournment**

The meeting was adjourned on a motion by Ann McKechnie, seconded by Camille Bettonville.

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Chair

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Secretary

APPLEGROVE COMMUNITY COMPLEX  
REVENUE & EXPENDITURE STATEMENT  
CORE-ADMINISTRATIVE BUDGET  
AS AT December 30, 2023

|                                       | BUDGET<br>APPROVED | BUDGET<br>AS TO-DATE | ACTUAL<br>UP TO-DATE | VARIANCE<br>AS TO-DATE | BALANCE<br>OF THE YR |
|---------------------------------------|--------------------|----------------------|----------------------|------------------------|----------------------|
| <b>REVENUE</b>                        |                    |                      |                      |                        |                      |
| City of Toronto                       | (618,705.00)       | (618,705.00)         | (618,705.18)         | 0.18                   | 0.18                 |
| Admin Revenue - Long-Term Benefits    | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
| Due from City - Sick Pay Gratuity     | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
| Admin Revenue - Vacation Accrual      | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
| Admin Expense Recovery                | 0.00               | 0.00                 | (1,046.62)           | 1,046.62               | 1,046.62             |
| Interest on Admin. account            | 0.00               | 0.00                 | (197.56)             | 197.56                 | 197.56               |
| Admin Funding Total                   | 618,705.00         | 618,705.00           | 619,949.36           | (1,244.36)             | (1,244.36)           |
| <b>EXPENDITURE</b>                    |                    |                      |                      |                        |                      |
| <b>ADMINISTRATION</b>                 |                    |                      |                      |                        |                      |
| Salaries & Wages                      | 348,431.28         | 348,431.28           | 343,039.62           | 5,391.66               | 5,391.66             |
| Benefits                              | 103,324.20         | 103,324.20           | 96,139.38            | 7,184.82               | 7,184.82             |
| Sick Pay Gratuity                     | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
| Admin Expense - Vacation Accruals     | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
| Long-Term Employee Benefits Expenses  | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
|                                       | 451,755.48         | 451,755.48           | 439,179.00           | 12,576.48              | 12,576.48            |
| <i>Materials &amp; Supplies:</i>      |                    |                      |                      |                        |                      |
| Office Supplies                       | 2,613.00           | 2,613.00             | 2,969.67             | (356.67)               | (356.67)             |
| Postage                               | 1,326.36           | 1,326.36             | 2,246.86             | (920.50)               | (920.50)             |
|                                       | 3,939.36           | 3,939.36             | 5,216.53             | (1,277.17)             | (1,277.17)           |
| <i>Furniture &amp; Equipment:</i>     |                    |                      |                      |                        |                      |
| Office Equipment                      | 720.00             | 720.00               | 9.85                 | 710.15                 | 710.15               |
| Computer Software                     | 6,795.00           | 6,795.00             | (420.71)             | 7,215.71               | 7,215.71             |
|                                       | 7,515.00           | 7,515.00             | (410.86)             | 7,925.86               | 7,925.86             |
| <i>Purchase Services</i>              |                    |                      |                      |                        |                      |
| Advertising                           | 600.00             | 600.00               | 606.50               | (6.50)                 | (6.50)               |
| Computer Services Contracted Services | 7,075.00           | 7,075.00             | 5,974.33             | 1,100.67               | 1,100.67             |
| License/Permit Fees                   | 125,040.00         | 125,040.00           | 129,871.46           | (4,831.46)             | (4,831.46)           |
| Telephone & Internet                  | 6,263.16           | 6,263.16             | 4,730.44             | 1,532.72               | 1,532.72             |
| Other Expenses                        | 5,292.00           | 5,292.00             | 7,558.27             | (2,266.27)             | (2,266.27)           |
| IT Expenses Admin                     | 3,725.00           | 3,725.00             | 5,131.56             | (1,406.56)             | (1,406.56)           |
| Audit Fees                            | 7,500.00           | 7,500.00             | 29,845.71            | (22,345.71)            | (22,345.71)          |
| Amortization of tangible assets       | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00                 |
|                                       | 155,495.16         | 155,495.16           | 183,718.27           | (28,223.11)            | (28,223.11)          |
| Expenditures Total                    | 618,705.00         | 618,705.00           | 627,702.94           | (8,997.94)             | (8,997.94)           |
| Surplus/(Deficit)                     | 0.00               | 0.00                 | (7,753.58)           | 7,753.58               | 7,753.58             |

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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**"COMMUNITY AT ITS CORE"**

## **Personnel and Policy Committee**

### **Meeting Notes**

January 22, 2024 - 5:00 pm

Present: Jim Valentine (Chair), Camille Bettonville  
Regrets: Sara Ehrhardt  
Staff: Susanne Burkhardt (recorder)

#### **1. Notes from November 15 Meeting**

No changes needed.

#### **2. Staffing**

##### *a) Updates*

Susanne provided updates on current staffing challenges and issues, and steps being taken to address them.

##### *b) Management Vacation*

The committee reviewed and discussed the draft 2023 management vacation report, and Susanne answered questions. The report will go to the next board meeting for approval.

#### **3. Succession Planning**

The committee discussed next steps to be taken to implement the Program Director succession plan, and further clarifying the timeline. Susanne will contact the City for information on amending the job description.

The committee discussed the need for a succession plan for key organizational positions, in the event of a temporary or long-term absence. This will be added to the committee's 2024 work plan.

#### **4. Board**

##### *a) Board Skills & Diversity Assessment*

Six board members have filled out the questionnaire to date. Susanne will recirculate the questionnaire. Discussion on its findings and recruitment priorities will be added to the next board meeting agenda.

##### *b) Board Evaluation Questionnaire*

This survey will be sent out to the board next week.

## **5. Policy**

### **a) *Draft Privacy Policy***

The committee reviewed the final draft of the policy, which includes the changes recommended by the committee. The committee approved the policy and will recommend that it be approved by the board.

## **6. Committee Work Plan**

The committee reviewed its 2023 workplan and discussed development of a work plan for 2024. It was noted that having a work plan in place is a good guide and also record of what has been achieved. It was requested that the template include columns to show which items were completed and which had been deferred. These can be included in the 2024 work plan.

## **7. Other Business**

Susanne reported that a template for employee advancement /professional development plans is almost ready, and has been reviewed by the Membership, Outreach & Inclusion Committee as part of Applegrove's Diversity. Equity, Inclusion & Belonging work. Employees who opt in will be engaged in developing their plans in the coming weeks.





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## **Board of Directors Meeting**

**January 29, 2024**

### **AGENDA**

#### **8:25**

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of November 27 Board of Directors Meeting (*attached*)
4. Homologation of January 29 Board of Management resolutions

#### **8:35**

5. Standing Committees
  - 5.1. Membership, Outreach & Inclusion Committee Report (*Jan 17 minutes attached*)
  - 5.2. Strategy & Finance Committee Report (*Jan 23 minutes attached*)
    - i) ONCA Update

#### **8:50**

6. Program Update (*attached*)

#### **8:55**

7. Directors' Concerns

#### **9:00**

8. Adjournment

### **Next Meetings and Events**

|             |             |
|-------------|-------------|
| February 26 | (in person) |
| March 25    | (virtual)   |
| April 29    | (in-person) |
| May 27      | (virtual)   |

**Minutes of the Board of Directors Meeting  
November 27, 2023**

*A neighbourhood partnership fostering community  
through social and informative programs for individuals and families.*

Present: Camille Bettonville, Brian Buchan, Sara Ehrhardt, Shirin Karim, Ann McKechnie,  
Susan Munn, Tammy Rogers, Jim Valentine (Chair)  
Regrets: Councillor Paula Fletcher, Sarah Lasch  
Absent: Moneca Yardley  
Staff: Susanne Burkhardt, Josh Grainger, May Seto (recorder), Monica Vela

**1. Call to Order/Adoption of Agenda/Introductions**

Jim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

**2. Declaration of Conflicts of Interest**

None

**3. Minutes of October 30, 2023 Board of Directors Meeting**

***MOTION*** (Bettonville/Buchan)

*To accept the minutes of the October 30, 2023 Board of Directors Meeting.*

***Carried***

**4. Homologation of Board of Management Resolutions**

***MOTION*** (Buchan/McKechnie)

*To homologate the resolutions made by the Board of Management at its November 27, 2023 meeting, as presented.*

***Carried***

**5. Standing Committees**

**5.1. Membership, Outreach and Inclusion Committee Report**

Shirin provided key points from the committee meeting notes.

**5.2. Strategy and Finance Committee Report**

Most information in the report has been covered in the meeting.

**MOTION** (McKechnie/Bettonville)

*To accept the Membership, Outreach and Inclusion Committee report*

**Carried**

**MOTION** (Munn/Rogers)

*To accept the Strategy & Finance Committee report*

**Carried**

**6. Program Update**

May highlighted key points in the program update. She shared that we hired an internal candidate for the vacant RECE part-time position. The Seniors Active Living Fair was a huge success with approximately 125 attendees and 22 vendors, 2 demos and 2 workshops presenters. Finally, the Monday youth program will no longer be offered due to low attendance.

**MOTION** (Karim/Bettonville)

*To receive the program update.*

**Carried**

**7. Directors' Concerns – none**

**8. 2024 Board Meeting Calendar**

**MOTION** (McKechnie/Rogers)

*To approve the proposed board meeting dates for 2024 as presented.*

**Carried**

**9. Adjournment**

The meeting was adjourned on a motion by Camille Bettonville and Susan Munn.

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Chair

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Secretary

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee - NOTES

January 17, 2023 at 7:00 p.m.

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Present: Pierre Bois, Sarah Lasch, Sue Munn, Tammy Rogers

Staff: Susanne Burkhardt, Josh Grainger, Liliana Sanchez-Valdez, May Seto (recorder)

#### 1. Welcome and Introductions

#### 2. Board-Staff DEIB Committee

- a. Nov 15 Meeting Notes – no changes

- b. Activities

##### Book Club

The next book club is Jan 24. RSVP to Josh if you haven't already. A lot of people enjoyed the book and it should be a good discussion.

##### Communications Training

Josh reported that after a second introductory workshop in December (for more staff), we are planning the second phase of training with Anke. This session on February 2 will cover communication circles for program leads and youth staff for. Anke approaches training with an anti-oppressive lens.

##### Office Board

Josh shared that the electronic office board is up and shows announcements, videos, celebrations, program and staff information, and moving posters on the screen. It makes the office look more modern and both visitors and staff have noticed it.

- c. 2024 DEIB Work Plan & Budget

The work plan shows 2024 priority activities based on the staff ideation sessions and staff survey, and proposed use of the \$4000 DEIB fund in the Program Budget. The document has a basic colour coded reporting mechanism. This committee will review this plan monthly with quarterly financial reports. This in turn supports achievement of KPIs in our strategic plan. It will be introduced at a staff meeting and posted in the office so that staff can see progress, commitment and priority work.

- d. Employee Advancement Plans

Susanne shared the second draft of the forms, which have been updated based on committee feedback. She has not yet developed a supervisor guide and will do so. The proposed process is that employees fill out the form, meet with their supervisors to identify activities and resources required, then both meet quarterly to check in on progress (as part of a scheduled supervision process).

Summer staff who do not yet have an advancement plan, will use a simplified form focused on achieving one goal. Review will be at scheduled check-ins. For year-round staff, this is an opportunity to mentor staff who only work in summer.

e. TNC Indigenous Reconciliation Audit Tool

This draft tool is meant to be an exercise for agencies to see where they are at with reconciliation. TNC is piloting the tool. Susanne, Sarah and Liliana will work through it before next Tuesday and Susanne will provide feedback at TNC's meeting next week.

f. DEIB Definition

Shirin created a google doc for people to share their comments and changes. It offers a place that everyone can work on it. Shirin sent the link earlier today.

g. Art Project

Josh provided information on a beautification project in the lounge which includes re-painting the existing mural, using seniors program funding. Applegrove has lined up an indigenous artist, Mo Thunder, to work with on this project. Activities will take place at the end of March and include a consultation phase with seniors and children, and drop-in painting sessions open to the community, including board members.

### **3. November 15 MOI Committee Meeting Notes – no changes**

#### **4. Events**

a. Seniors Active Living Fair

May provided an overview of the Seniors Active Living Fair on Nov 17. It was in the Duke gym on a PA day and almost did not take place as we had difficulty permitting the space but got last minute approval. It was successful and well-attended with over 125 participants and over 25 vendors. The day included 2 demos (cooking and yoga) and 2 workshops (safe winter driving tips and insurance).

b. Toy Drive

The toy drive was a success. Staff and community responded with lots of donations, and we received a large donation from Spin Master Toys. Due to an unforeseen personal situation our TCHC contact's ability to outreach to the Dundas St. location was compromised so fewer families than planned registered. Excess toys went to the Don Summerville holiday event and Robertson House (Susanne reached out Red Door Shelter but they didn't respond in time). Distribution let Susanne and Josh connect with new TCHC families. The event also brought staff together.

c. Staff-Board Social

Everyone had a good time and enjoyed the space, casual format and trivia game, which gave them an opportunity to eat and socialize. Great job by Josh and Susanne who organized. Some people said they would come but didn't, which was too bad.

d. Nourish Community Dinner

Tammy shared that this was the first time outside food was brought in which meant less work and gave people who can't come to cook a chance to serve and plate. Close to 90-100 meals were distributed and the planned activities were a nice opportunity to chat with patrons. The committee agreed Applegrove should do one dinner a year to support Nourish. Susanne shared that she is working with Nanor to organize an activity at each dinner (ie., invite elected rep, games, etc)

e. Annual Event – subcommittee

Josh emailed those who want to be a part of the subcommittee and hasn't heard back from everyone. Please respond to the doodle poll. Josh will reach out again.

f. Board Recruitment & AGM Planning

The AGM is scheduled for June 6. Board recruitment and priorities need to be discussed at the next meeting. The DEIB workplan includes putting a DEIB lens on recruitment, and more thinking is needed on what this would look like. It will be affected by the number of positions to be filled. The chair of this committee usually reaches out to board members to see if they plan to return – Sarah will connect with Shirin on this. Josh and Susanne will start AGM planning and bring preliminary ideas to the next meeting. Committee members suggested a musician, and a theme related to Applegrove's 45<sup>th</sup> anniversary.

5. Other Business

Susanne shared that Shirin is no longer available on Wednesday nights. Susanne will send a doodle poll to gauge availability of members for another meeting night.

Applegrove will work with Nourish a bit more around monthly dinners. We are also piloting meditation/mindfulness sessions for food bank users and volunteers starting on February 5.

The school will be under construction in July and August and we will need to relocate. Susanne and May will attend a preconstruction meeting next week. Susanne spoke to a contact at the TDSB to start the process. We hope to get space at Roden School, with office functions at the Food Hub. Susanne has briefed SDFA and our real estate contact at the City, and will brief Dara. As a back up plan, we could rent the Formosan Church.

**Next meetings**

TBA once a (possibly different) evening is confirmed

# APPLEGROVE COMMUNITY COMPLEX

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**“COMMUNITY AT ITS CORE”**

## **Strategy & Finance Committee Minutes**

January 23, 2024 – 7:00 p.m.

Board Members: Brian Buchan, Ann McKechnie, Jim Valentine

Staff: Josh Grainger, Jared Calder Floirendo, Susanne Burkhardt (recorder)

### *Josh and Jared joined for Board-Staff Strategic Planning Working Group*

#### **1. Board Staff Strategic Planning Working Group**

##### *a. Operational Plan*

Susanne presented the template slides provided by Sonja and suggested that the group focus on KPIs so that these could be reviewed with the board. Members discussed KPIs, which should generally be SMART and demonstrate the desired outcome. After consideration, members identified that it felt disconnected to identify board level KPIs without working through details i.e. the measurement process and milestones.

Current Applegrove data collection and constraints were discussed. It was agreed that the program level Net Promoter Scores could be used to generate a composite. After trying to identify a board-level KPI for efficiency it was suggested that there may not be a KPI for each strategic plan goal – for some, showing milestones and progress could be used instead.

There was agreement that the template's structure could be reworked to better support our process for developing an implementation framework that ties in to more detailed operational planning. The committee felt that working through details to develop the KPIs would work better. Susanne will take this back to the consultant and work on it.

##### *b. Communication Plan*

Members discussed how to share the strategic plan with community and stakeholders. It was suggested that messaging be framed within a larger context e.g. “We’re excited about the future” and also connect to outreach. The purpose of communicating the plan is to support a raised profile for Applegrove and what we offer to the community.

Josh has developed posters for the plan and will circulate them to the group. Jim suggested that these could evolve and that a webpage could be developed that allows people to see the plan at a high level and choose to go deeper. An info graphic could also be useful. Posters should be printed professionally.

The idea of a community meeting or event was suggested. A single purpose event may be challenging, however numerous potential event opportunities were identified - the AGM and Doors Open at the Food Hub are in June, and the Leslieville Farmers Market runs in summer and Applegrove could have a presence there. Applegrove's temporary summer relocation of the office and some programming to the food hub/Gerrard Street area may present an opportunity to reach a different part of the community. Jared suggested the idea of connecting with the BIA, which he and Josh will meet with soon for the youth program.

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**“COMMUNITY AT ITS CORE”**

## Strategy & Finance Committee portion of meeting

### **2. November 15 Meeting Notes** – no changes needed

### **3. Finance**

#### *a. Audit Update*

Susanne and Monica updated the committee on the audit preparation activities to date. To date this has focused on providing the auditors with a variety of background information and document. They have provided most of what has been requested to date. They appreciate the new auditor's approach of meetings and discussion as it makes it easier to clearly share information.

#### *b. Draft 2023 Year-end Statement of Operations*

Monica presented the statement of operations. She noted that revenue is as expected and that once the final outstanding items are posted, overall expenditures will also be in the range that was projected. The resulting deficit will be primarily due to the increased audit and permit fees, which had been previously discussed by the board. In response to a question, Susanne shared that it has been the City's practice to cover AOCC deficits, usually from surplus funds from other AOCCs. A completed Program statement of operations is not yet available as some year-end items are still being posted.

#### *c. Financial Policies and Procedures Review*

Susanne shared that the committee work plan includes annual review of Applegrove financial policies, and recommended this be done at the next meeting. The committee agreed. Susanne will circulate the policies in advance and staff will provide their feedback on potential updates needed. Susanne also noted that a consolidated finance procedures manual is almost complete, and will be shares with members for their information only.

### **4. Ontario Not-for-Profit Act**

#### *a. Update*

Susanne shared that the letters and required documentation for amending Applegrove's articles of incorporation have been prepared and will be sent to the CRA and the Office of the Public Guardian tomorrow. She reminded members that the bylaws are in near final draft form, and that the next piece is to finish drafting the new policies.

#### *b. Board Membership*

The committee discussed the need for the board to discuss whether elected representatives should be on the Board of Directors. This needs to be confirmed in order to finalize the new bylaws. It was determined that the issue will be introduced at the January board meeting, that meetings be set to discuss the issue with the Trustee and Councillor, and that in-depth and decision-making take place at the February board meeting.



## **Program Update – January 29 2024**

### **Prenatal Program**

- The program will be transitioning in-person once a month
- The first in-person session will be on January 29. It will be the first time that the women are meeting so it will be an opportunity for them to socialize and get to know one another.
- We plan to bring on additional staff to support the program for childcare and program support.

### **EarlyON Programs**

- The new budget was submitted in December just before the holiday break. There was a slight increase for both salary and programs for 2024
- The year-end report was submitted on January 22
- The new EarlyON team is working well together and becoming more comfortable with day to day tasks.
- Two staff from PC continue to support the Applegrove Connection with coverage with the continued absence of the AC staff person.
- We have a nursing placement student who started in mid-January supporting the PC Drop-in and afterschool programs
- A focus for the program is outreach for both programs to increase participation numbers

### **Afterschool**

- No new changes to the Afterschool program. We are still not full and have some spaces available.
- Program continues to do well

### **Youth Programs**

- The Monday night drop-in program has been cancelled due to low uptake
- Thursdays are still going well with an average of 8-10 youth attending regularly.
- The first session ended early December and the second session began on January 11

### **Older Adults**

- The older adult programs continue to do well and are well attended.
- We are partnering with East End Community Health Centre to offer monthly health workshops. The first workshop was held in January. They will provide the facilitator and Applegrove will provide the space and snacks.
- Applegrove will be working with an indigenous artist to re-paint the mural in the lounge in mid-March over the course of a week. This opportunity comes to us from the Seniors Special Grant funds to beautify the lounge for the older adults. This will be an intergenerational project and consultation will be done initially with older adults and the oldest afterschool group to come up with a design. During the painting process, we

will invite the youth group, other afterschool groups, staff and board members to contribute to this amazing initiative. The artist we will be working with is Mo Thunder.

#### **Income Tax Clinic**

- Our income tax clinic will be starting up again on Wednesdays from Feb. 28 to Apr. 24. Appointments can be made starting Feb 5. These free appointments are for low income individuals, seniors and families
- We will also host 2 sessions, one in March and one in April, at the Food Hub to serve food bank clients
- Our Social Service Worker student and Jean will be volunteering to help with the clinic.
- We will also recruit additional volunteers and the Program Director will train the Seniors Coordinator on how to manage and run the clinic.

#### **Food Hub**

- We have partnered with Nourish to pilot a weekly Mindfulness/Meditation Drop-in program for food bank clients. The pilot will start on February 5 and will run for 6 weeks. If successful we will look at continuing it.
- We are working with East End United to enhance their monthly community dinners by providing some sort of activation each month in order to address social isolation. This month will be board games. Ideas for the future include music, bingo, etc.
- We are partnering with the Leslieville Farmers Market to offer monthly “Kitchen Party” cooking class workshops open to the general public. The first workshop will be on Saturday February 10 and will be delivered by a local chef.